



**JOB ANNOUNCEMENT**  
*(for Recruitment, PSC Duties, and Performance Reviews)*

<b>PSC Position Title:</b>	Training Coordinator (TC)
<b>Hours (40 or 48):</b>	40 hours a week
<b>Reports To:</b>	Training Manager
<b>Coordinates with:</b>	Director of Programming and Training; Programming & Training (P&T) Team; other Peace Corps departments (Admin, Safety & Security, and Medical)
<b>Supervises Others:</b>	N/A

**Minimum Requirements:**

At a minimum, the successful candidate's CV should demonstrate the following:

- Education/Certification: Vocational Certificate or equivalent training certificate beyond high school.
- Years of Experience: Two years' experience working in administration, providing program support, logistics, budgeting and/or procurement
- Proficiency in oral and written English: Working proficiency in spoken and written English and fluency in Tetum required. Evidence of English language proficiency inferred based on experience detailed in application materials as well as grammar, syntax, word notice and sentence structure in written materials.

**Preferred Qualifications**

- Degree in relevant area such as Education, a social Science or International Development
- Work experience in training and training design or education settings, in particular with adult learners (highly desirable).
- Work experience in event organizing
- Experience in Team management
- Ability to speak in Portuguese and/or Bahasa Indonesian
- Experience working with foreigners or Cultural minorities
- Experience supervising other staff

**Background**

The mission of Peace Corps worldwide is to promote peace and friendship by:

1. To help the people of other countries in meeting their needs for trained men and women;
2. To promote a better understanding of the American people on the part of the peoples served, and;
3. To promote a better understanding of other peoples on the part of the American people.

The Peace Corps program in Timor-Leste operates at the request of the Government of Timor-Leste and works to support the priorities of the national and local governments as well as those of Timorese community members. Over the 10 years that Peace Corps has served in Timor-Leste, over 200 volunteers have served all over the country.

Your work with Peace Corps will contribute to the collaborative development efforts of Peace Corps and Timor-Leste, and will serve to promote better understanding between the people of Timor-Leste and the people of the United States. The work of a Peace Corps Personal Services Contractor does not limit itself to the role. Active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Timor-Leste.

### **Objective of the Position**

Under the direct supervision of the Training Manager, the Training Coordinator (TC) is responsible for supporting: the development, preparation, implementation, monitoring and evaluation, and reporting of Pre-Service Training (PST), In-Service Trainings (ISTs), Completion of Service (COS) training, workshops/camps for Trainees and Volunteers, in addition to staff training and staff development. The TC also assists with the recruitment, selection, training, and management of temporary training staff. The work of the TC is primarily administrative and logistical.

The TC may be required to live outside Dili for the duration of PST (up to 14 weeks), and will be required to travel as needed to support training events or other PC needs. The TC may also be required to work outside of, or in addition to, normally scheduled hours to support training events and other Post needs. Training events are often six-day work weeks.

While Peace Corps Timor-Leste does not have any active Volunteers, we anticipate up to 50 Volunteers in 2023 to work in two programs: English Language Education and Community Economic Development. Volunteers serve for two years, and receive training upon arrival and throughout their service.

The TC must consistently use a range of support and communication skills including active listening and timely and consistent follow through on requests for support and/or assistance and/or program adaptations. The TC should foster and develop personal and professional growth, celebrate accomplishments, promote best practices, and consistently champion the efforts of Trainees, Volunteers, and staff.

### **Tasks & Deliverables**

#### **1. Administrative & Logistical**

- Assist Training Manager (TM) with all preparations for training events. Help with research on and arrangements for venues, transportation, guest speakers, and other logistical coordination
- Handle all major communication for the Training Unit; contact and maintain relations with appropriate Government offices; and prepare all correspondence, memoranda, texts, letters, and documents. Translate documents and letters from Tetun to English and English to Tetun; and maintain and update all inventory, records and files for the Training Unit
- Provide administrative support to the Training Unit; make appointments, prepare schedules; handle telephone calls; and other general administrative assistance
- Support TM to develop Standard Operating Procedures for training activities
- Develop and deliver training sessions to short term and volunteer staff during ToT, PST, and IST
- In coordination with the TM and PTSs, develop training evaluation tools to collect and evaluate feedback on the results of training for quality of delivery and use of information so that relevant feedback is incorporated into future training events

#### **2. Budget Implementation**

- In coordination with the TM and Finance team, assist with fiscal, cost, and budget planning and controls and procedures, including approved disbursements for services rendered in support of the training

- Work closely with the Admin team in arranging lodging needs and meals for training events. Reviews and reconciles bills with the training venue or with the supplier.

**3. Human Resource Management**

- Support TM to coordinate with PST temporary staffs including temporary drivers, cleaner, security guards, site coordinators, and community liaisons officers
- Provide assistance to Trainees/Volunteers regarding work issues and personal needs if requested. Offer information and guidance on cross-cultural matters
- Assist contracted training staff to maintain accurate timekeeping
- Maintain up-to-date and thorough lists of former training staff with all relevant contact information and maintaining positive relationships with key persons
- Establish and implement policies, norms, and expectations for trainers, Trainees, and Volunteers
- May act as Volunteer Peer Support Network organizing team member

**4. Travel, Inventory and File Management**

- Schedule all PC vehicles used for each training events for transportation of staff, Trainees/Volunteers and guests in coordination with the General Services Unit, and manages the temporary drivers
- Maintain Inventory Management system
- Act as Point of Contact for PTU annual file plan to manage and control file disposition schedule, archiving, and maintaining training folders on the shared drive file structures

**5. Training Delivery**

- Deliver training sessions to short term staff, Trainees, and Volunteers during ToT, PST, and IST

Other Duties

- Performs other duties or assignments, when deemed necessary by the Country Director and/or DMO for the successful management of Peace Corps operations in Timor-Leste.

Back-up Support

- Services as back-up support for and/or carries out the duties and responsibilities of the Training Manager when deemed necessary by the Country Director and/or Supervisor for the successful implementation of Peace Corps program(s) and/or operations in [Country]. For example, this could be during periods when those individuals are on leave and/or during lapses of staffing or periods of staffing shortages.

**Standard Roles and Responsibilities**

1. Occasional Money Handler may be required to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.
2. Every individual with any involvement in the operations of Peace Corps Timor-Leste, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:
  - Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
  - Awareness and understanding of emergency procedures at both home and office.

- Awareness and understanding of duties associated with the Peace Corps Timor-Leste Emergency Action Plan.
- Availability, at both home and office, of staff and Volunteer contact phone numbers and/or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.
- Maintains current knowledge of the Peace Corps evacuation Plan, the PC Emergency Action Plan and how to use fire extinguisher in order to ensure adequate level of safety and support for Peace Corps/Timor-Leste Volunteers.
- Ensure complete confidentiality regarding all information related to Peace Corps staff, Volunteers and Peace Corps/Timor-Leste operations.
- Any Inherently Governmental Functions (IGFs) such as Supervisor or Receiving Officer

### 3. Safety and Security Instruction 110

- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- The "Training Coordinator" periodically performs Duty Officer Functions requiring 24/7 on-call availability on a rotating schedule with other staff members. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

### 4. Inherently Governmental Functions

- May be designated a sub-cashier after approval by CFO/GAP. Responsibilities as a sub-cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. (See MS 760 and OFMH 13)

## **Logistics & Level of Effort & Duty Station**

Performs duties during a 40 or 48 hour work week. Events may require occasional work in the evenings and on weekends and holidays. May also be required to travel up country. Duty station is the main office Rua Nu Laran, Bairro dos Grilhos, Dili. May be required to work in another town during 10 weeks of training once or twice a year. Additional travel may also be required through the year. Events may require occasional work in the evenings and on weekends and holidays. May carry a duty phone.

### **Temporary Duty Station:**

In the course of executing the duties in this Statement of Work, Peace Corps may require attendance and/or participation in conferences and/or trainings both domestically and internationally. When participating in conferences/trainings at venues outside of Dili, the venue of the conference/training will be defined as the staff member's temporary duty station. "Temporary duty station" means any work site away from an employee's official duty station. Typically Peace Corps provides meals and lodging at such conferences/trainings. While at the temporary duty station, Peace Corps staff members are not on travel status and do not receive per diem, nor are they eligible to earn credit hours that they would otherwise be eligible for at their official duty station.

## **APPLICANT INFORMATION:**

### **Salary**

Starting at \$11,981.00 annually plus benefits (depends on salary history, experience, and qualifications)

### **Security Clearance**

Candidate must be able to obtain a security clearance which requires a National ID Card and recent/valid Ministry of Justice Requerimento de Certificado de Registo Criminal. Candidates without these documents may apply, but they should start working on obtaining these documents *immediately*. Candidates will also require a valid passport and must not have any restrictions on travel to the United States from previous experience.

**Important!** Applicants must clearly describe or demonstrate how they meet each of the above qualifications in a Cover Letter written in English to be considered. Resumes/CVs should not exceed 4 pages. Please do NOT send additional attachments, such as certificates, at this time. Qualified and interested candidates should send their cover letter and Resume/CV by email to [easttimorpc@peacecorps.gov](mailto:easttimorpc@peacecorps.gov). The Cover Letter and Resume/CV should be sent as attachments with the applicant's name in the file names. Applicants should use the following subject line for the email: TC\_LastName,Firstname (Ex: TC\_Soares,Maria). Applications without the correct subject line may be disqualified.

The Peace Corps is an equal opportunity employer. Female candidates are strongly encouraged to apply.

**Closing date:** position remains open until filled—applicants should apply before **23<sup>rd</sup> May 2022** for priority consideration. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.